

CHIPPEWA COUNTY, MICHIGAN
POSITION DESCRIPTION

POSITION TITLE: LEGAL SECRETARY I

Department: Prosecutor's Office

Pay Grade:

Reports To: Prosecuting Attorney

Purpose of Position

At the discretion of the Chippewa County Prosecuting Attorney, the Legal Secretary I performs a variety of secretarial and administrative support duties related to the prosecution of individuals charged with violating state and/or county ordinances.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Prepares/types various legal forms and documents including subpoenas, petitions, complaints, briefs, contracts, orders, warrants, writs, motions, and numerous other legal documents; creates files.

Reviews, updates, prints, and distributes open and bench warrant lists.

Answers and records telephone calls and greets visitors providing information, assistance, direction, and screening; takes and relays messages; schedules appointments.

Accepts and reviews police and other agency reports.

Interviews victims and witnesses; takes and transcribes dictation.

Logs court dates; maintains court and office calendar; schedules cases.

Prepares for court cases; prepares case files and all needed documents and information; assures that witnesses are subpoenaed and available.

Accepts and reviews of all referrals received from the Family Independence Agency.

Types paternity, family support or UIFSA complaints and creation of file and its' maintenance.

Assures that all witnesses are subpoenaed and are available for court as needed; prepares documents and readies information for cases.

Attends Referee Hearings with pertain to IV-D cases.

Attends blood draws performs on IV-D cases.

Opens, sorts, and distributes incoming mail; prepares outgoing mail.

Gathers statistical data for use in reports on criminal activity.

Delivers and picks up documents and other materials from several departments.

Prepares billings for police reports, Secretary of State, and other agencies as required.

Submits County and State yearly contracts; submits a monthly and quarterly report to Michigan Family Independence Agency.

Maintains office supplies and equipment inventories; prepares purchase orders, expense vouchers, transmittals, and requisition orders.

Maintains and updates a disposition log of all court actions.

Maintains files and filing systems; files and retrieves documents; photocopies papers/documents; closes out files; purges files per department policy.

Notarizes documents.

Assists coworkers as needed.

Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by a two-year legal secretary degree or a minimum of two years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

Notary Public certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including laboratory reports, transcripts, police reports, billing invoices, Court documents, and other reports and records.

Ability to comprehend a variety of reference books and manuals including Michigan Bar Journal, law books, Bench Guide, Law Enforcement Directory, warrant manual, and others.

Ability to prepare warrants, motions, subpoenas, other legal/Court documents, vouchers, calendars, statistical reports, petitions, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in the absence of management, use common sense, and utilize the principles of rational systems in the performance of tasks.

Ability to learn and understand legal terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with victims, supervisors, Judges, Court personnel, attorneys and their staff, law enforcement personnel, other County and State personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English.

Environmental Adaptability

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.